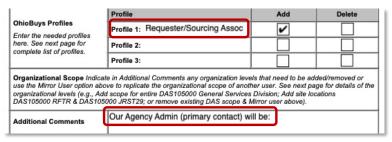
As announced in the updated PM-01, Boards and Commissions that must perform a limited number of activities will be required to do so via OhioBuys. This will allow organizations to begin their OhioBuys journey while leaving behind legacy systems such as Requests to Purchase, Complaints to Vendor, Vendor Performance Surveys, and posting solicitations on procure.ohio.gov.

OhioBuys provides access to these same functions, including:

- Submitting a Request to Purchase (RTP) to DAS
- Posting a Solicitation to the OhioBuys Public Solicitation page
- Managing Exceptions (formerly known as Complaint to Vendors-CTVs)
- Responding to Determination & Recommendation (D&R) Questionnaires issued by DAS

Getting Started

To gain access to OhioBuys, navigate to the New Users section on the OhioBuys Website and fill out the <u>OhioBuys User Account Request Form</u>. Please submit the form to the following email address: <u>obm.sharedservices@obm.ohio.gov</u>. Make sure to put OhioBuys in the subject of your email.



OhioBuys Website

The OhioBuys website hosts a variety of materials to help you start your journey. This <u>Overview page</u> can help you understand the enterprise goals of OhioBuys.



1

OhioBuys Training

The following training and support materials are available immediately as you start.



Specific Videos & Job Aids

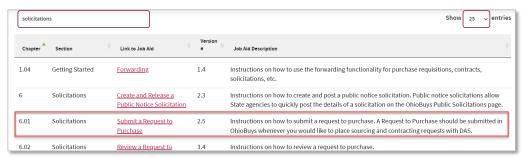




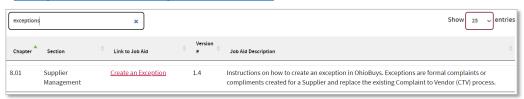
Public Notice Solicitation Job Aid

Show 25 v entries							
Chapter	Section	Link to Job Aid	Version #	Job Aid Description			
1.04	Getting Started	Forwarding	1.4	$Instructions \ on \ how \ to \ use \ the \ forwarding \ functionality \ for \ purchase \ requisitions, \ contracts, \ solicitations, \ etc.$			
6	Solicitations	Create and Release a Public Notice Solicitation	2.3	Instructions on how to create and post a public notice solicitation. Public notice solicitations allow State agencies to quickly post the details of a solicitation on the OhioBuys Public Solicitations page.			
6.01	Solicitations	Submit a Request to	2.5	Instructions on how to submit a request to purchase. A Request to Purchase should be submitted in			

Request to Purchase Job Aid



Exceptions (Previously CTV) Job Aid

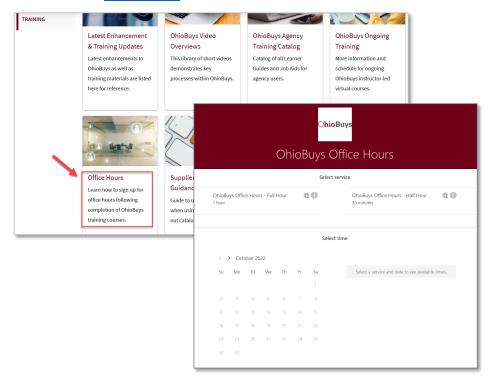


Complete a Performance Evaluation Questionnaire Job Aid

performance				Show 25 ventries
Chapter	Section	Link to Job Aid	Version #	Job Ald Description
8.05	Supplier Management	<u>Create and Edit an</u> <u>Improvement Plan</u>	1.2	Instructions on how to create and update an improvement plan as an agency user in OhioBuys. Improvement plans are a roadmap of tasks presented to a Supplier that are designed to help a Supplier improve their performance with the State of Ohio.
8.07	Supplier Management	Create and Finalize a Performance Evaluation	3.2	Instructions on how to create and complete a performance evaluation (PE) as a Contract Analyst or Procurement Manager in OhioBuys. A performance evaluation is a tool that assesses a particular Supplier or contract and allows them to be evaluated holistically by the State of Ohio. Determination & Recommendations (D&Rs) can be completed as part of the PE process.
8.08	Supplier Management	Complete a Performance Evaluation Questionnaire	1.2	Instructions on how to complete a performance evaluation questionnaire as an evaluator.

OhioBuys Training Support

After reviewing the available training materials, if you have additional questions, you can set up a time with one of our trainers. Sign-up is available on the OhioBuys website under Office Hours.



Please note: Although you can browse the OhioBuys catalogs while in the solution, you will not be able to set up requisitions and purchase orders until later onboarding.

Support Information:

OBM Shared Services Center 614-338-4781 or 1-877-644-6771 OR

OBM.SharedServices@OBM.Ohio.Gov

Remember to put "OhioBuys" in the subject line!

HelpDesk

OBM.SharedServices@OBM.Ohio.Gov

Primary contact for log in, processing, or functional issues.